

PRIVACY OFFICER

DEFINITION:

Under general direction, to develop, implement and maintain the County's privacy compliance-related activities; to ensure that Countywide practices, policies, and procedures related to privacy issues are compliant with federal, state, and local regulations and requirements; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This is a one-position class allocated only to the Health and Human Services Agency. The incumbent reports to the County Compliance Officer, and is responsible for managing the overall activities of the County's privacy program.

EXAMPLES OF DUTIES:

Develops and maintains privacy rules and regulations; coordinates implementation of the Health Insurance Portability and Accountability Act (HIPAA) compliance policies and procedures; initiates general privacy and HIPAA awareness programs; serves as the chair for the County's HIPAA and Privacy task forces; coordinates with County Counsel, HHSA, Public Safety Group, and various County departments to maintain HIPAA and other privacy policies; assists in identifying and monitoring healthcare billing systems for HIPAA compliance; performs initial and periodic information privacy risk assessments; conducts related ongoing compliance monitoring activities; coordinates the development of all necessary HIPAA documents and forms; develops and implements ongoing HIPAA training and education programs; coordinates the development of appropriate sanctions for noncompliance; coordinates the development of cyber privacy policies and procedures; serves as liaison to regulatory agencies, California Counties, the State and Federal governments; plans the internal review of privacy operations and recommends changes; acts as a Deputy County Compliance Officer; and performs related work.

MINIMUM QUALIFICATIONS:

Thorough Knowledge of:

- Information and other privacy laws, rules, and regulations.
- HIPAA rules and regulations.
- Medicare and Medi-Cal regulations.
- Health Care management.
- Current trends in mental and physical health programs, services and models.
- Appropriate interfaces of administrative and clinical concepts and practices.

Skills and Abilities to:

- Plan, direct, coordinate, and evaluate privacy rules and regulations.
- Understand rules and regulations as they apply to privacy.
- Analyze complex programs and logically identify solutions.
- Analyze, develop, and recommend new/revised systems, procedures, and programs.
- Communicate effectively in oral and written form.
- Prepare executive-level correspondence and reports.

- Establish and maintain effective public relations with all levels of staff, management, and advisory boards, and representatives of outside agencies.

EDUCATION/EXPERIENCE:

Education, training, and/or experience which clearly demonstrate possession of the knowledge, skills and abilities stated above. An example of qualifying education/experience is:

1. A bachelor of arts degree from an accredited college or university in Public Administration, Public Health, Social Services, or a closely related field; AND
2. Five (5) years of public health experience in policy development, planning, directing and coordinating a variety of privacy initiative for a large and varied public or private sector organization.

Note: A master's degree may substitute for one year of experience.

SPECIAL NOTES, LICENSES, OR REQUIREMENTS:

License:

A valid California Class C driver's license is required at time of appointment or the ability to arrange transportation for field travel.

Probationary Period:

Incumbents appointed to permanent positions in this class shall serve a probationary period of 12 months (Civil Service Rule 4.2.5).